



**Library Clerk, Part-Time**  
**20 hours/week, Weekends & Evenings included**  
**\$12.98/hour**

**Circulates materials and assists patrons with information at public desks. Performs a variety of clerical tasks.**

**Qualifications**

High school education or equivalent with experience in a customer service environment, knowledge of common office procedures, computer programs, and library systems; or any equivalent combination of education and experience which demonstrates the knowledge, skills and abilities to perform the essential functions of the position. Must be able to work weekends and evenings as required.

**Duties and Responsibilities**

Major responsibility is for providing service at the circulation and reference desks. Serves patrons of all ages. Performs clerical tasks as required. Attention to detail critical.

**Selection**

Applications are due at the Library by 5 p.m. February 28, 2014. Selection will be based on an evaluation of skills, training and experience. Position expected to be filled by March 21, 2014. EOE.